


How do I - Prepare a Report?

Generating reports are part of the day-to-day work in business and education. A report can take many forms: an essay, a presentation or talk using a slide show or a document to be sent out to interested parties.



Notes Editor

Use the Notes Editor to gather detailed information about a branch. Show and hide it using .



Open Sample Maps

MindGenius comes with many useful sample maps. To view them select 'Samples' from the Help menu.

For all these varied types of presentation MindGenius will help.

Always start with the topic – enter it as the core branch of the map. The next step depends on you:

- To brainstorm this topic, see 'How do I - Get Started on a Task using MindGenius?'
- For research, use the 'Note Taking' and 'Summarise a Book' techniques outlined earlier
- The technique outlined in 'Answer a Question' may prove useful to help start an essay or similar report

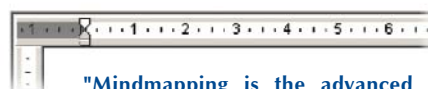
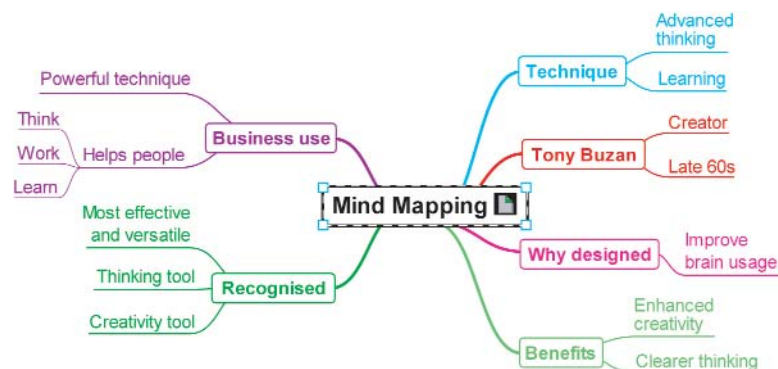
A technique called Pre-Writing can also be used to generate information. It follows the same rules:

- Enter the name of the subject as the core branch
- As main headings add the general topics we would like to cover. Sometimes we have to conform to a formal structure, which gives us the main headings, e.g.
 - Introduction/Objective
 - Content
 - Conclusions/Recommendations
 - References
- Under these headings add keywords that describe those topics in a little more detail
- Open the Notes Editor and start writing the report based on the branches in the map

Here's an example: let's say we had to generate a report explaining Mind Mapping. So we would enter Mind Mapping as the title of the core branch.

Think about what Mind Mapping is and what we want to talk about, and then add these as main headings.

Additional information is added under each of these branches to flesh out the main headings. We can then write our report for the keywords we have gathered:



"Mindmapping is the advanced thinking and learning technique developed by Tony Buzan originally in the late 60s. It was designed to improve the use of the brain, leading to enhanced creativity..."

The sample map: 'Pre-Writing' shows the Mind Mapping example in full. The maps, 'Best Man's Speech', 'Report Writing Example', 'School Presentation' and 'The Bird Eating Spider' are all examples of different types of reports that can be generated and then presented with MindGenius.